



# Bluefield State University

## Job Vacancy Announcement

### **Assistant Director of Athletic Compliance and Student-Athlete Academic Success**

**POSITION TITLE:** Assistant Director of Athletic Compliance and Student-Athlete Academic Success

**JVA #:** 2025- 28

**DEPARTMENT:** Athletic Department

**ABOUT BLUEFIELD STATE UNIVERSITY ATHLETICS:** Bluefield State University (BSU) is a member of the National Collegiate Athletic Association (NCAA) Division II and the Central Intercollegiate Athletic Association (CIAA). BSU Athletics is home to 21 men's and women's varsity sports (including football), offering qualified students rewarding opportunities in athletic competition, training, and support activities. Our dedicated coaches and staff are committed to recruiting promising student-athletes, developing their athletic and academic talents, and instilling leadership skills that contribute to their ultimate success in life.

**POSITION SUMMARY:** Reporting to the Associate Director of Athletics, Assistant Athletic Director for Student-Athlete Academic Success and the Director of Athletics, the Assistant Director of Athletic Compliance and Student-Athlete Academic Success is responsible for assisting in the compliance and academic success of the Bluefield State University athletic programs with all applicable rules and regulations of the NCAA and CIAA. This position assists with the development, implementation, and timely and accurate maintenance of a computerized compliance monitoring system. This position supports the academic success and retention of student-athletes by providing academic advising, monitoring progress toward degree completion, and collaborating with university faculty and staff. This position works collaboratively to enhance support of the BSU athletic programs and activities, and performs other duties as assigned.

#### **CORE RESPONSIBILITIES:**

- Assist in developing and directing a comprehensive compliance program for educating, monitoring, reporting, and complying with all NCAA, Conference, and University rules and regulations as they relate to intercollegiate athletics.
- Assist in monitoring all student-athlete Name, Image, and Likeness (NIL) and recruiting activities for all sports.

- Assist in evaluating and monitoring the eligibility status of prospective and current student-athletes.
- Assist in coordinating the University Letter of Intent and Athletic Scholarship paperwork for prospective student-athletes in conjunction with financial aid.
- Work as the department liaison to various College departments/areas.
- Assist in developing and conducting programs for compliance-related education to prospective student-athletes, enrolled student-athletes, coaches, employees, Board Members, Boosters, and representatives of athletics interests regarding NCAA, Conference, and University rules.
- Assist in developing and conducting programs, in conjunction with other campus partners, for student athletes that encourage student-athlete support and growth in academics, life skills, and personal development.
- Attend NCAA and Conference meetings/conventions as requested by the Director of Athletics, including the annual NCAA Regional Rules Seminars.
- Complete and review all NCAA, Conference, and University compliance forms and reports, including but not limited to NCAA Demographic Report, Academic Progress Report, Drug Testing Consent Form, Student-Athlete Statement, waivers, hardship requests, appeals, EADA Report, the NCAA Financial Report, etc., with assistance from other departments as appropriate.
- Serve as a point person for potential and alleged rule violations.
- Monitors academic progress and eligibility in accordance with NCAA, conference, and institutional policies;
- Meets regularly with student-athletes to review academic performance and develop individualized success strategies;
- Maintains thorough academic records and prepares progress reports for coaches and administrators;
- Refers student-athletes to campus resources, such as tutoring, counseling, and career services;
- Communicates consistently with coaching staff regarding academic concerns and milestones;
- Works with the department education specialist to identify at-risk and underprepared student-athletes;
- Assists with time management and academic skill building, partnering with other staff members and tutors, to provide a holistic approach to academic support and engagement;
- Assists in the planning and implementation of programming, including life skills, leadership, career development, and community engagement;
- Partners with campus departments (e.g., Career Services, Counseling Center) to connect student-athletes with resources.

- Other duties as assigned.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited institution is required. Masters preferred. At least three months of experience as an Internship, NCAA Student Athlete, an/or previous compliance experience preferred.
- Commitment to the mission of higher education, student academic success, and student well-being.
- Record of personal and fiscal integrity.
- Excellent organizational and strategic planning skills.
- Working knowledge of NCAA rules and regulations and Title IX compliance.
- Demonstrated excellent interpersonal, written, and oral communication skills.
- Demonstrated ability to build positive relationships and work effectively with individuals from diverse ethnic, cultural, and socioeconomic backgrounds.
- Ability to handle sensitive and confidential information with discretion.
- Ability to meet the extended hours and travel requirements of the position.

**POSITION CLASSIFICATION/ COMPENSATION:** The position is Nonclassified, Full-time, 1.0 FTE, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. The position is dependent upon available funding.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position (please detail sport-specific experience);
2. A completed BSU Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Bluefield State University does not provide an H1B visa or employment sponsorship.

**DATE POSTED:** June 26, 2025

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, July 14, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The University complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.*